



AMERICAN EMBASY, LUSAKA

TO	:	SALES MANAGER	
FROM	:	CONTRACTING OFFICER/	Procurement Agent
Date	:	02/07/2014	Number of Pages - 1 (Inclusive of Title page)

ENQUIRY NUMBER: **RFQ PR3063422 TONER CARTRIDGE FOR PRINTERS**

CLOSING DATE: FEBRUARY 14, 2014 TIME: 5:00PM

Please quote for supply and delivery of the items on the attached list. In addition, please note of the following **terms** of quotation:

- 1. Prices** must be **firm** and **net delivered** to **American Embassy Lusaka, Ibex Hill Rd, Stand 694 Lot 100 Lusaka Zambia via Air Freight.**
- 2. Validity** of quotations must be **stated.**
- 3. VAT** where applicable, **Must** be indicated **separately.**
- 4. You can also submit your offer by way of fax or Email (Scanned, Signed & duly stamped) to the Procurement Agent email ID with a Copy to respective Lusaka Procurement Email ID: LusakaGSOProcurement@state.gov, On 02/14/2014 before 5.00PM Closing Hours.**
- 5. All quotations must be clearly marked with RFQ Number/s.**
- 6. All quoted item in the quotations must include make and country of origin. Offer without these details will not be considered.**
- 7. Payment term preferred 30 days, in case you would like any deviation please mention in your offer.**
- 8. Late quotations will not be considered.**
- 9. Please ensure that you quote for original Thomas and Betts products as we will not accept non Thomas and Betts Products.**
- 10. The Government may elect to award a single order contract or to award multiple delivery order contracts for the same or similar supplies or services to two or more**

sources under this solicitation as per FAR: 52.216-27 SINGLE OR MULTIPLE AWARDS (OCT 1995)

Your co-operation will be appreciated.

Approved by:

Address: Subdivision 694/Stand 100, Ibex Hill Road, Kabulonga, Lusaka
TELEPHONES: - +260-21-357000; FACSIMILE: +260-211-357224.
Email: Procurementagent@state.gov / Lusaka-Procurement@state.gov

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Serial No.	Description of Goods	QTY	U/M	makes
1	Toner Cartridges 2335dn for Dell 2335dn Printer	20.00	each	
2	Toner for HP Laserjet 4700 Colour Printer: Q5950A - Black	5.00	each	
3	Toner for HP Laserjet 4700 Colour Printer: Q5951A - Cyan	5.00	each	
4	Toner for HP Laserjet 4700 Colour Printer: Q5952A - Yellow	5.00	each	
5	Toner for HP Laserjet 4700 Colour Printer: Q5953A - Magenta	5.00	each	
6	Toner for HP 9500 Colour Printer: C8552A - Yellow	1.00	each	
7	Toner for HP 9500 Colour Printer: C8553A - Magenta	5.00	each	
8	Toner for HP 9500 Colour Printer: C8560 - Black	5.00	each	
9	Toner for HP 9500 Colour Printer: C8561 - Cyan	5.00	each	
10	Toner Cartridge 64A - Black for HP Laserjet Printer P4015tn	5.00	each	
11	Toner Cartridge 90A - Black for HP Laserjet Printer 600 M603-90A	10.00	each	
12	Toner Cartridge CE 260A - Black for HP Laserjet Colour Printer - CP4525-CE260A	10.00	each	
13	Toner Cartridge CE 261A - Cyan for HP Laserjet Colour Printer - CP4525-CE260A	10.00	each	
14	Toner Cartridge CE 262A - Yellow for HP Laserjet Colour Printer - CP4525-CE260A	1.00	each	
15	Toner Cartridge CE 263A - Magenta for HP Laserjet Colour Printer - CP4525-CE260A	10.00	each	